

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Electrician IV****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises personnel, performs administrative duties, and plans and administrates various electrical projects.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Supervises personnel by assigning work orders, answering code questions, and verifying work.
2	S	Performs administrative duties by entering information into the system, reading and responding to email, taking telephone messages and emergency calls, and attending meetings.
3	L	Plans and administrates various electrical projects by planning and estimating work, purchasing materials, and providing assistance as needed.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience.
Certifications and Other Requirements	Valid Driver's License, State Certification as Master Electrician
Reading	Work requires the ability to read technical manuals and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders and reports.
Managerial	Managerial responsibilities include managing projects, estimating materials, and planning work loads.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladder, during inspections and repairs
Sitting	O	Computer, desk work, driving
Walking	F	To/from job site, retrieving parts and tools from truck
Lifting	F	Ladders, tools, materials
Carrying	F	Ladders, tools, materials
Pushing/Pulling	F	Ladders, tools, materials
Reaching	O	Fixtures
Handling	F	Ladders, tools, materials
Fine Dexterity	O	Computer keyboard, telephone keypad
Kneeling	F	During inspections and repairs
Crouching	F	During inspections and repairs
Crawling	O	In ceiling and under buildings
Bending	F	Picking up material, tools
Twisting	F	During inspections and repairs
Climbing	F	Ladders
Balancing	F	On ladders
Vision	C	Computer, desk work, during inspections and repairs, driving
Hearing	C	Staff, supervisors, vendors, meetings
Talking	F	Staff, supervisors, vendors, meetings
Foot Controls	O	Driving
Other (specify)	N	

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Meters, hand tools, drills, computer, Standard Microsoft Windows and Office software, laser or inkjet printer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	W	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	D	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Recreation Centers, Parks

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, gloves, safety boots, harness, eye protection

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)